

**RESERVE FORCES' AND CADETS' ASSOCIATION**  
**FOR THE NORTH WEST OF ENGLAND & THE ISLE OF MAN**

**JOB DESCRIPTION**

**CADET ADMINISTRATIVE ASSISTANT**  
**CHESHIRE/ISLE OF MAN ARMY CADET FORCE**

**Job Title:** Cadet Administrative Assistant (CAA)

**Department:** Cheshire/Isle of Man ACF

**Grade:** E1 (AHW)

**Line Manager:** Cadet Executive Officer, Cheshire (Grade C2)

**Counter Signing Officer:** Deputy Chief Executive NW RFCA (Grade C1)

**GENERAL**

1. The CAA Cheshire/Isle of Man ACF is a full-time employee of the NW RFCA and is responsible to the Cadet Quartermaster for all matters of administration and Westminster<sup>i</sup> accounting within their allocated Areas/Detachments within the Isle of Man.
2. The Isle of Man based staff are made up of the following:
  - 1 x Logistics Support Assistant (Crown Servant – Grade E1 - AHW)
  - 1 x Administrative Officer part time (Grade E1)
3. The Cheshire based staff are made up of the following:
  - 1 x Cadet Executive Officer – Grade C2
  - 1 x Cadet Quartermaster – Grade D
  - 3 x Logistics Support Assistant (Crown Servant – Grade E1 - AHW)
  - 2 x Administrative Officer (Grade E1)
  - 2 x Cadet Stores Assistant
4. The contract for this position is on an All Hours Worked (AHW) basis working an average of 42 hours per week over a 17 week period (this includes hours worked in the evenings and at weekends on a routine basis as directed by the line manager). Due to the requirement of the contract, evening work is an essential part of this role: (this is included as part of the All Hours Worked) therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of The Isle of Man ACF HQ.
5. It should be noted that as a condition of employment, the successful candidate will be required to become a member of the Isle of Man Army Cadet Force and attend various camps throughout the year (such as Easter and Summer Camps). The incumbent will be remunerated with an ACF Voluntary Allowance for training, and expenses for their ACF activities.

6. The CAA is responsible to the Cadet Executive Officer (who is the Line Manager, and to the Deputy Chief Executive (DCE of the NW RFCA) as the Counter Signing Officer.

### **MAIN ACTIVITIES & TASKS**

7. The CAA's responsibilities are as follows:

8. Management of Department of Home Affairs Properties:

9. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.

10. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and arrange work services where necessary.

11. Co-ordinate access for contractors and monitor works services on behalf of Dept of Home Affairs.

12. Manage any grounds maintenance, implement frost precautions and monitor mains services and facilities as required by Department of Home Affairs.

13. Stores Management and Accounting

a. Maintain records for County and Detachments, and account periodically as directed by the CEO for:

- (1) Accommodation stores.
- (2) Training stores and equipment.
- (3) Fire safety equipment.
- (4) Publications and Manuals.

b. Issue and account for all clothing and equipment on loan to all adult staff and cadets.

c. Advise and assist Detachment Commanders to take any necessary action to recover uniform from cadets when they leave the ACF.

d. Inspect all stores and equipment issued to the County HQ and Detachments periodically as directed by the CEO and make provision for replacements as necessary.

e. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment correctly.

f. Assist the CEO to prepare weapons and any controlled stores for ECI and take responsibility for all weapons held in the County armoury.

14. Manage the vehicle fleet
  - a. Manage a small vehicle fleet.
  - b. Daily issue and receipt of vehicles.
  - c. Manage and maintain the Authority to use Documents (ATUD).
  - d. Complete the monthly closure and opening of all vehicle related documentation.
  - e. Manage and maintain the fleets fuel cards.
  
15. SHEF Management
  - a. Provide, inspect and test Detachment fire safety equipment and replace as necessary in accordance with the Department of Home affairs Fire Safety Management Plan.
  - b. Ensure Detachment Fire Orders are provided and published, and position fire exit signs in accordance with Department of Home Affairs Fire Safety Management Plan.
  - c. Ensure that each detachment holds a monthly fire practice and maintains a record.
  - d. Arrange for portable electrical appliances to be checked, as directed by NW RFCA.
  - e. Provide each Detachment with a first-aid kit and ensure that each Detachment operates the accident/incident reporting system.
  - f. Liaise with any lodger unit or tenant concerning SHEF matters.
  - g. Ensure each Detachment maintains a visitor's log.
  
16. Security:
  - a. Attend County HQ and Detachment security inspections and reviews as arranged by HQ NW and action any subsequent reports.
  - b. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with LANDSO 2901, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
  - c. Monitor, on behalf of the CEO, the correct handling of security keys at County HQ and Detachments.

17. Assistance to Detachment Commanders and Adult Instructors

- a. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
- b. Ensure that each Detachments is issued with the correct publications and Army Forms.
- c. Assist the Detachments in preparation of documentation for the Annual inspection and be in attendance at Annual Inspections representing County HQ and NW RFCA.
- d. Liaise with Regular Army and Army Reserve Sponsor Units and the CTT for training support.

18. Personal Responsibilities

- a. Training and Development – CAA's are required to participate in all aspects of training and development, as identified in discussion with the first Reporting Officer, to make use of all relevant learning opportunities that may improve the effectiveness and efficiency of the job.
- b. Administer and maintain responsibly any vehicle allocated for his or her use.

**SECURITY CLEARANCE**

19. The CAA will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

**HEALTH & SAFETY**

20. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant Regulations and Codes of Practice.

**SECURITY**

21. Comply with the Security Operating Procedures (SyOps) for the use of the (NW RFCA) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

**DATA PROTECTION**

22. The CAA will comply too all current GDPR legislation with guidance from AO1.

**PERFORMANCE AND DEVELOPMENT REPORTS (PDR)**

23. The CAA will have their performance reviewed twice a year by their Line Manager who will be the 1 Reporting Officer for their annual Performance Development Reports (PDRs).

**IN ADDITION**

24. Undertake any administrative task commensurate with the grade of E1 as directed by the CEO or DCE.

25. This role is required to travel routinely between Isle of Man and the UK by air and sea.

Other Points:

This job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) review and updated as necessary.

This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Signature of Line Manager:.....Date:.....

Signature of Employee:..... Date:.....

As at 16 June 2022

**PERSON SPECIFICATION – LOGISTICS SUPPORT ASSISTANT**

Serial	Competence	Essential	Desirable	Evaluation
1	Experience of proactive property supervision, including fault reporting, and site, and property risk assessments	√		I
2	Preparation of locations for weekend and other residential training events	√		I
3	Able to work unsupervised to provide effective outputs	√		I
4	Competent IT literacy – experience of use of databases, and MS Office	√		I/A
5	Able to handle routine correspondence, develop documentation, records and experience of providing support to day-to-day administrative tasks	√		I/A
6	Understanding of clothing and equipment stores management; issues, and returns	√		I
7	Vehicle/fleet management experience; records, vehicle allocation, fuel card administration, and local vehicle audit duties	√		I
9	Be familiar with the Joint Asset and Management of Engineering systems <sup>1</sup> (JAMES)		√	I
10	Experience of the Regular and/or Reserve Forces		√	I
11	Interested in working in support of the Cadet Forces.		√	I
12	Hold a current driving licence and be able to self drive	√		I

<sup>1</sup> JAMES is the MoD recognised system for the management of all vehicles and weapons systems